**SAMPLE LETTER OF WRITTEN REPRIMAND**

(Date)

(Employee’s name/address)

Dear :

This letter is to serve as a written reprimand. This action is being taken as a result of your violation of this department’s work rules regarding , which states:

(INSERT WORK RULE LANGUAGE)

On , you were counseled regarding your violation of this work rule.

From this date forward, you are expected to unless you have prior approval from me to do otherwise. Further incidents will result in more severe disciplinary action being taken, up to and including discharge.

You may file a grievance per *11 IAC 61 of the Department of Administrative Services – Human Resources Enterprise rules* if you feel this action was not taken for just cause.

Supervisor’s Signature

Pursuant to Iowa Code Section 22.7(11)(a)(5) and 22.15, this document may become a public record. I have read this letter and I have received a copy.

Date of Receipt Employee’s Signature cc: Human Resources Associate

Personnel Officer Employee file